



ARISTOTLE
PREPARATORY ACADEMY
A Challenge Foundation Academy

Policy Manual
Updated July 2017

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EMPLOYMENT

Employment At Will

Employment with Aristotle Preparatory Academy: A Challenge Foundation Academy (APA-CFA), Inc. is voluntary and the employee is free to resign at will at any time, with or without cause. However, employees are requested to give a minimum of two (2) weeks notice when possible. Similarly, APA-CFA, Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable Federal or State Law.

Position Classification and Status

Each APA-CFA, Inc. position is classified as either Non-Exempt or Exempt in compliance with the Fair Labor Standards Act (FLSA). These classifications do not guarantee employment for any specified period of time, but rather determine specific provisions as outlined in the FLSA laws. Additionally, employee status will be classified as Full-time or Part-time (see definitions below).

Exempt employees are salaried employees and are exempt from the payment of overtime. These are employees who serve in an executive, administrative or professional capacity and the exempt classification is dependent on the type of work the individual performs (please note, however, that not all salaried employees are exempt).

Non-exempt employees receive 1.5 times their regular hourly rate for all hours physically worked over 40 in the School's scheduled workweek, and detailed records must be kept of the employee's daily and weekly hours worked.

Status Definitions

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work APA-CFA, Inc.'s full-time schedule. Generally, they are eligible for the School's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work between twenty and twenty-nine and a half hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance), they may be ineligible for all of the School's other benefit programs including, but not limited to, paid holidays and insurance benefits.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with APA-CFA, Inc. is appropriate. Employees who satisfactorily complete the introductory period will be classified as a regular full-time or part-time employee based upon their work schedule.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of limited time duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain the status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Worker's Compensation insurance), they are ineligible for all of APA-CFA, Inc.'s other benefit programs.

PER DIEM employees are those who routinely work either a full-time or part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs (such as Worker's Compensation insurance). APA-CFA, Inc. offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must waive their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of the School.

CASUAL employees are those who have established an employment relationship with APA-CFA, Inc. but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as Worker's Compensation insurance), they are ineligible for all of APA-CFA, Inc.'s other benefit programs.

Teachers, administrators, and counselors are exempt employees under the United States Fair Labor Standards Act guidelines and are not subject to overtime regulations.

All other employees are non-exempt/hourly employees whether salaried or not. As such, they fall under the overtime guidelines of the Fair Labor Standards Act and shall receive overtime pay or compensatory time at a rate of 1.5 hours for each hour worked over 40 hours in a given week.

Hiring

Certified Staff:

APA-CFA will hire highly-qualified teachers when possible. On occasion, APA-CFA may hire persons who are accepted by the State of North Carolina as Lateral Entry Candidates. The School Director will review resumes and interview candidates before recommending to the Board for final approval. In cases where

a position becomes open during the school year and needs to be filled prior to the next Board meeting, the School Director can fill the position on a temporary basis until formally approved by Board.

Non-certified Staff:

APA-CFA will hire the most qualified person for open positions. The School Director will review resumes and interview candidates before recommending to the Board for final approval. In cases where a position becomes open during the school year and needs to be filled prior to the next Board meeting, the School Director can fill the position on a temporary basis until formally approved by Board.

Drug Testing

Bus Drivers

- All bus drivers will be required to take a 5 panel urine analysis prior to being hired.
- All bus drivers will be required to submit to random drug tests done on a quarterly basis.
- Should there be reasonable suspicion that a bus driver is under the influence of alcohol or drugs while driving the bus to or from school, on school grounds, or while supervising students on the bus, the bus driver will be administered a drug and/or alcohol test the same day.
- Should a bus driver be involved in any accident while operating the bus (with or without children present), the bus driver must submit to a breath alcohol test within one hour of the accident and a urine test within 24 hours of the accident.

All other employees (Certified and Classified)

- All employees will be required to take a 5 panel urine analysis prior to being hired.
- All employees will be required to submit to random drug tests done on a yearly basis.
- Should there be reasonable suspicion that an employee is under the influence of alcohol or drugs while on school grounds or while supervising students on or away from the school, the employee must submit to a drug and/or alcohol test the same day.

Notification of Prescribed Medicines

To insure accurate drug testing, all employees will be required to make APA-CFA aware of any prescription medications they are taking that have been prescribed by their physician. Drug Testing Company APA-CFA will utilize reputable, cost-effective company for drug testing. The cost of pre-employment and random drug and alcohol testing will be borne by APA-CFA. The company will ensure the minimal privacy intrusions during testing and proper storage, transportation, and handling of such specimens in order to ensure the integrity of the testing process.

Random Drug Testing Procedures

The School Director will randomly select two APA-CFA employees each year for certified and classified staff and each quarter for bus drivers. All APA-CFA employees will be placed in a pool for selection, including the School Director. The School Director will notify an employee when they are selected for a random drug screening. The employee must appear for the same day. A substitute will be provided for classroom teachers and part-time employees will be paid for their time while complying with this policy.

Positive Results

If any APA-CFA employee tests positive for the use of illegal drugs at any time or is found to be under the influence of alcohol, or prescription drug not prescribed to the employee while on school grounds or while supervising students, the following will occur:

- The employee will be notified by the School Director of a positive test.
- The sample will be retested using a different method to ensure accuracy.
- Should the second test prove there was a false positive no further action will be taken.
- Should the second test confirm a positive result the employee will be terminated immediately.

Reporting of Results

The employee and School Director will be the only individuals that will have access to drug and alcohol testing result. This information will be kept separate from an employee's professional file and will be confidential. The Board of Directors will only be notified in closed session in the case of a positive drug or alcohol test after a second test is done to confirm the accuracy of the testing.

Transfers Within the Organization

Transfer of employees to other positions or departments for the School's convenience will be made as needed at the discretion of administration. Employees affected by transfers will be consulted; however, the final decision is that of the School Director

Outside Employment

Employees may hold outside jobs as long as the outside employment does not, in the opinion of the employee's supervisor, compromise or otherwise diminish their ability to meet the performance standards of their job with APA-CFA, Inc. All employees will be judged by the same performance standards and will be subject to APA-CFA, Inc.'s scheduling demands, regardless of any existing outside work requirements.

If APA-CFA, Inc. determines that an employee's outside work interferes with performance or the ability to meet the requirements of the School as they are modified from time to time, the employee may be asked to terminate outside employment if he or she wishes to remain with APA-CFA, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside APA-CFA, Inc. for materials produced or services rendered while performing their jobs.

Hiring of Relatives

Relatives of persons currently employed by APA-CFA, Inc. may not work directly for or supervise a relative without specific Board approval. This policy applies to any relative, higher or lower in the organization, which has the authority to review employment decisions. APA-CFA, Inc. employees may not be transferred into such a reporting relationship without specific board approval. Ultimately, the hiring of family members is subject to the approval of the Board of Directors, and may be considered on a case-by-case basis. Should a relative of a Board member be considered for employment, the related Board member must abstain from voting on their employment.

If the relative relationship is established after employment, the School Director will decide who is to be transferred, absent board approval. Every effort will be made to provide an opportunity that is similar in scope and salary to their existing position; however, no guarantee of employment can be offered.

For the purposes of this policy, a relative is any person who is within the third degree of consanguinity

Fraternization Policy

School employees may date, develop friendships and relationships both inside and outside of the workplace as long as the relationships do not negatively impact work. Any relationship that interferes with the company culture of teamwork, the harmonious work environment or the productivity of employees, will be addressed by the School Director and/or the Board.

Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated.

Performance Evaluations

The School Director is responsible for the performance evaluation of all APA-CFA employees. The Board is responsible for evaluating the performance of the School Director.

Classroom teachers are to be evaluated in a manner consistent with the North Carolina Department of Instruction's requirements. Using the North Carolina Teacher Evaluation Instrument, or another instrument approved by the board of directors, teachers will be observed in the following manner.

- Teachers within their first 4 years of teaching and hold an Initial Teaching License will be observed four times during the school year: 1 formal by the School Director, 2 informal by the School Director, and 1 formal by a peer;
- Teachers that have successfully completed their first four years of teaching, hold a Professional Teaching License and are not in their renewal year will be observed two times during the school year: 1 formal by the School Director and 1 informal by the School Director;
- Teachers that have successfully completed their first four years of teaching, hold a Professional Teaching License and are in their renewal year will be observed four times during the school year: 1 formal by the School Director and 3 informal by the School Director.

Teacher Assistants should be evaluated at least twice during the school year. One evaluation will be by their lead teacher and one will be by the school director.

All other employees should be evaluated at least once during the school year.

Beginning Teacher Support Plan

All teachers that are within their first three years of teaching must participate in APA-CFA's teacher support program. This program will be developed in detail by the School Director and reviewed each year and revised if need to ensure effectiveness. This program is to include the assignment a mentor teacher and the development and monitoring of a Professional Development Plan by the beginning teacher, the School Director and the mentor. The School Director will also ensure that the beginning teacher is provided with optimal working conditions such as assignment in their area of licensure and limited non-instructional and extracurricular activities. All beginning teachers will participate in an orientation to familiarize them with not only their job responsibilities with APA-CFA, but also with state

expectations and policies as well. All teachers that serve as mentors will be teachers with more than 3 years experience, in the same content/grade level as the beginning teacher when possible and participate in mentor training.

COMPENSATION AND BENEFITS

Salary Schedule for Certified Staff

For the 2017-2018 school year, the following salary schedule will be used to determine the starting salaries of employees at the time of hire. Salaries for teachers with more than 10 years experience will be determined on a case-by-case basis. The Board must approve all salaries. Yearly raises will be determined by the Board. If the school is unable to sustain the competitive salary schedule, the board of directors reserves the right to adjust salaries according to the school's budget.



2016 - 2017 Summarized Teacher Pay Schedule
10 Month Total Annual Base Salary

Years of Experience	Bachelors Degree	Bachelors + National Boards	Masters Degree	Masters + National Boards	Advanced Degree	Advanced + National Boards	Doctorate Degree	Doctorate + National Boards	Psychologist, Speech Pathologist, Audiologist	Psychologist, Speech Pathologist, Audiologist + Advanced Degree	Psychologist, Speech Pathologist, Audiologist + Doctorate Degree
0	\$40,246.50		\$44,267.30		\$45,527.30		\$46,797.30		\$49,643.20	\$50,903.20	\$52,173.20
1	\$41,108.90		\$45,221.60		\$46,481.60		\$47,751.60		\$50,636.50	\$51,896.50	\$53,166.50
2	\$41,396.40		\$45,532.10		\$46,792.10		\$48,062.10		\$51,302.80	\$52,562.80	\$53,832.80
3	\$41,683.90	\$46,677.80	\$45,854.00	\$50,855.70	\$47,114.00	\$52,115.70	\$48,384.00	\$53,385.70	\$51,969.10	\$53,229.10	\$54,499.10
4	\$42,258.80	\$47,321.70	\$46,486.40	\$51,557.00	\$47,746.40	\$52,817.00	\$49,016.40	\$54,087.00	\$52,635.30	\$53,895.30	\$55,165.30
5	\$42,845.00	\$47,994.70	\$47,327.80	\$52,481.10	\$48,587.80	\$53,741.10	\$49,857.80	\$55,011.10	\$54,092.40	\$55,352.40	\$56,622.40
6	\$43,707.60	\$48,961.00	\$48,274.80	\$53,531.90	\$49,534.80	\$54,791.90	\$50,804.80	\$56,061.90	\$55,094.20	\$56,354.20	\$57,624.20
7	\$44,282.70	\$49,605.20	\$48,910.00	\$54,236.30	\$50,170.00	\$55,496.30	\$51,440.00	\$56,766.30	\$56,108.10	\$57,368.10	\$58,638.10
8	\$44,857.80	\$50,249.50	\$49,545.20	\$54,940.60	\$50,805.20	\$56,200.60	\$52,075.20	\$57,470.60	\$57,109.80	\$58,369.80	\$59,639.80
9	\$45,432.90	\$50,893.70	\$50,180.40	\$55,645.00	\$51,440.40	\$56,905.00	\$52,710.40	\$58,175.00	\$58,123.70	\$59,383.70	\$60,653.70
10	\$46,295.60	\$51,860.00	\$51,165.50	\$56,746.60	\$52,425.50	\$58,006.60	\$53,695.50	\$59,276.60	\$61,055.20	\$62,315.20	\$63,585.20
11	\$47,158.20	\$52,826.40	\$52,113.10	\$57,798.10	\$53,373.10	\$59,058.10	\$54,643.10	\$60,328.10	\$61,055.20	\$62,315.20	\$63,585.20
12	\$48,020.90	\$53,792.70	\$53,072.10	\$58,861.20	\$54,332.10	\$60,121.20	\$55,602.10	\$61,391.20	\$61,055.20	\$62,315.20	\$63,585.20
13	\$48,883.50	\$54,759.00	\$54,019.60	\$59,912.70	\$55,279.60	\$61,172.70	\$56,549.60	\$62,442.70	\$61,055.20	\$62,315.20	\$63,585.20
14	\$49,746.20	\$55,725.40	\$54,978.70	\$60,975.70	\$56,238.70	\$62,235.70	\$57,508.70	\$63,505.70	\$61,055.20	\$62,315.20	\$63,585.20
15	\$52,277.30	\$58,550.60	\$58,018.60	\$64,341.70	\$59,278.60	\$65,601.70	\$60,548.60	\$66,871.70	\$65,281.90	\$66,541.90	\$67,811.90
16	\$52,277.30	\$58,550.60	\$58,018.60	\$64,341.70	\$59,278.60	\$65,601.70	\$60,548.60	\$66,871.70	\$65,281.90	\$66,541.90	\$67,811.90
17	\$52,277.30	\$58,550.60	\$58,018.60	\$64,341.70	\$59,278.60	\$65,601.70	\$60,548.60	\$66,871.70	\$65,281.90	\$66,541.90	\$67,811.90
18	\$52,277.30	\$58,550.60	\$58,018.60	\$64,341.70	\$59,278.60	\$65,601.70	\$60,548.60	\$66,871.70	\$65,281.90	\$66,541.90	\$67,811.90
19	\$52,277.30	\$58,550.60	\$58,018.60	\$64,341.70	\$59,278.60	\$65,601.70	\$60,548.60	\$66,871.70	\$65,281.90	\$66,541.90	\$67,811.90
20	\$55,694.40	\$62,367.00	\$62,071.70	\$68,854.80	\$63,331.70	\$70,114.80	\$64,601.70	\$71,384.80	\$69,367.70	\$70,627.70	\$71,897.70
21	\$55,694.40	\$62,367.00	\$62,071.70	\$68,854.80	\$63,331.70	\$70,114.80	\$64,601.70	\$71,384.80	\$69,367.70	\$70,627.70	\$71,897.70
22	\$55,694.40	\$62,367.00	\$62,071.70	\$68,854.80	\$63,331.70	\$70,114.80	\$64,601.70	\$71,384.80	\$69,367.70	\$70,627.70	\$71,897.70
23	\$55,694.40	\$62,367.00	\$62,071.70	\$68,854.80	\$63,331.70	\$70,114.80	\$64,601.70	\$71,384.80	\$69,367.70	\$70,627.70	\$71,897.70
24	\$55,694.40	\$62,367.00	\$62,071.70	\$68,854.80	\$63,331.70	\$70,114.80	\$64,601.70	\$71,384.80	\$69,367.70	\$70,627.70	\$71,897.70
25	\$59,175.30	\$66,287.80	\$65,951.20	\$73,158.30	\$67,211.20	\$74,418.30	\$68,481.20	\$75,688.30	\$74,591.40	\$75,851.40	\$77,121.40
26	\$59,175.30	\$66,287.80	\$65,951.20	\$73,158.30	\$67,211.20	\$74,418.30	\$68,481.20	\$75,688.30	\$74,591.40	\$75,851.40	\$77,121.40
27	\$59,175.30	\$66,287.80	\$65,951.20	\$73,158.30	\$67,211.20	\$74,418.30	\$68,481.20	\$75,688.30	\$74,591.40	\$75,851.40	\$77,121.40
28	\$59,175.30	\$66,287.80	\$65,951.20	\$73,158.30	\$67,211.20	\$74,418.30	\$68,481.20	\$75,688.30	\$74,591.40	\$75,851.40	\$77,121.40
29	\$59,175.30	\$66,287.80	\$65,951.20	\$73,158.30	\$67,211.20	\$74,418.30	\$68,481.20	\$75,688.30	\$74,591.40	\$75,851.40	\$77,121.40
30	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40
31	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40
32	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40
33	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40
34	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40
35+	\$59,695.50	\$66,864.70	\$66,529.00	\$73,792.90	\$67,789.00	\$75,052.90	\$69,059.00	\$76,322.90	\$74,591.40	\$75,851.40	\$77,121.40

Salary Schedule for Classified Staff

The starting salaries ranges for classified position are as follows:

Certified Staff:

- Part-time: \$26 - \$35/hour

Non-certified staff:

- Full-time: \$25,000 - \$30,000/ school year
- Part-time: \$15 - \$25/hour

Teacher Assistants:

- Full-time: \$20,000 - \$25,000/school year
- Part-time: \$12 - \$15/hour

Clerical:

- Full-time: \$20,000 - \$26,000
- Part-time: \$12 - \$15/hour

Counselor/Social Worker

- Full-time: \$35,000 - \$40,000
- Part-time: \$18 - \$20/hour

For starting salaries of all other positions, the School Director should consult the present year's budget.

Stipends

For certain duties and responsibilities outside that of an employee's normal duties, the School may provide a stipend. The School Director is responsible for recommending such stipends to the Board of Directors who, at their discretion, may incorporate stipends within the annual operating budget.

Should students be paid to an hourly employee, such time devoted to extra activities shall be included in the 40 hour work week and are subject to Fair Labor Standards Act overtime regulations.

Compensatory (Comp) Time

Comp Time for Exempt Employees

Staff members exempt under the Fair Labor Standards Act may earn compensatory time for activities after school hours that are voluntary. Prior approval to receive comp time must be given by school administration, and must be documented for proper accounting with the school office. Comp time will be given on a 1:1 ratio for exempt employees. The awarding of comp time or over-time pay is made at the discretion of the Director.

Overtime and Comp Time for Non-Exempt/Hourly Employees

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour regulations. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Non-exempt employees will be paid time and one-half for all hours physically worked in excess of 40 hours in any one workweek.

No hourly employee may work more than 40 hours per week (which includes work taken home) without expressed permission by the School Director. Failure to receive the Director's approval may result in disciplinary actions up to and including dismissal.

Comp time earned by non-exempt, hourly employees is subject to the regulations of the Fair Labor Standards Act and is earned only by exceeding the 40 hour work week requirement. The awarding of comp time or over-time pay is made at the discretion of the Director.

PLEASE NOTE that comp time earned may only be used to offset personal hours used during the current school year and may not be carried forward to future years. Comp time may not be used on a Teacher Workday.

Paychecks

Pay Periods

APA-CFA, Inc. will operate on a monthly pay cycle. Employees will receive their paychecks on the 5th of each month. Should the 5th fall on a weekend or holiday, paychecks will be issued the last work day prior to the weekend or holiday. The first paycheck of each school year will be issued on August 5th and the last will be issued on July 5th.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Paycheck Errors

In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the finance officer so that corrections can be made as quickly as possible.

Underpayments: In the event of an error resulting in an underpayment to an employee, the employee will be properly compensated on or before the next scheduled pay date.

Overpayments and deduction adjustments of \$50.00 or less: If an employee has been mistakenly overpaid or deductions under-withheld by \$50.00 or less, an adjustment will be made on the next scheduled pay date. The School will notify the employee no later than five calendar days before the adjustment is made.

Overpayments and deduction adjustments greater than \$50.00: APA-CFA, Inc. may collect overpayments not to exceed one (1) year in duration from the date a notification of overpayment is mailed to the affected employee.

The School will notify the affected employee via a "Payroll Adjustment Form" if an overpayment or under-withheld deduction of over \$50.00 has occurred. The form will contain two payback options for the employee's consideration. If the employee finds one of the options acceptable, he/she will check the box on the form and return it to the School within five school days. If the employee does not find either option acceptable, he/she will check the appropriate box on the form requesting a meeting with the School Director within five school days.

Pay Deductions and Setoffs

Federal and State laws mandate that APA-CFA makes deductions from every employee's paycheck for certain items such as Federal income taxes, State income taxes, Social Security and Medicare. No deductions, other than those required by law or assigned by a court order, levy or garnishment, will be made from the employee's paycheck without written authorization. Participation in School medical/dental and 403 (b) plans implies employee authorization of related payroll deductions. Pay setoffs are pay deductions taken by APA-CFA usually to help pay off a debt or obligation to APA-CFA, Inc. or others. Questions concerning why deductions were made from an employee's paycheck or how they were calculated should be directed to the School Director.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require that APA-CFA, Inc. keep an accurate record of time worked in order to calculate employee pay and benefits. No persons other than the employee may report information on timesheets or electronic time reporting systems.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to review their time records and to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes

Health Benefits for Full-time Employees

APA-CFA will pay \$430 monthly towards each full-time employee's medical and supplemental insurance premiums. Any additional amount, exceeding \$430 monthly, will be deducted from the employee's paycheck monthly.

Supplemental Benefits for Employees

APA-CFA will offer varying supplemental benefits to employees and will be considered by the Board on a yearly

Leave Time

Jury Duty

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence. Only Regular full-time employees qualify for paid Jury duty. Employees must show the jury duty summons to the School Director immediately when it is received so that arrangements may be made to accommodate their absence with teachers being responsible for completing a notice of absence form. Either the School or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

APA-CFA will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals, such as vacation, sick/personal time off, and holiday benefits, will continue to accrue during jury duty leave.

Witness Duty

If employees have been subpoenaed or otherwise requested to testify as witnesses they will receive paid time off for the entire period of witness duty. Employees will be paid at their base rate during this time. The subpoena should be shown to the School Director immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to complete a notice of absence form and to report for work whenever the court schedule permits.

APA-CFA will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals, such as vacation, sick/personal time off, and holiday benefits, will continue to accrue during jury duty leave.

Bereavement Leave

Employees who need to take time off due to the death of an immediate family member should notify the School Director immediately. Bereavement leave will be granted unless there are unusual school needs or staffing requirements.

APA-CFA defines "immediate family" as the employee's spouse, parent, child, stepchild, sibling, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparents or grandchildren.

Up to three days of paid bereavement leave will be provided to regular full-time and part-time employees. No paid bereavement leave is available to other employee classifications. This will not be deducted from personal/sick day time. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Sabbaticals and Leaves of Absence

APA-CFA may provide, at its own discretion, a sabbatical or leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Only regular, full-time employees who have worked at APA-CFAI for a minimum of two consecutive years are eligible to request personal leave as described in this policy.

As soon as eligible employees become aware of the need for a sabbatical or leave of absence, they should request leave from the School Director. A sabbatical or leave of absence may be granted for a period of up to 12 weeks for every 12 months worked not to exceed a full school year. With approval, an employee may take any available sick or vacation time as part of the approved sabbatical or leave of absence.

Requests for a sabbatical or leave of absence will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

When a sabbatical or leave of absence ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, APA-CFA does not guarantee reinstatement to the same position.

If an employee fails to report to work promptly at the expiration of the approved leave period, the School will assume the employee has resigned.

Personal and Sick Leave

All full-time personnel will be granted 5 days (40 hours) of absence for personal reasons during the school year without loss of salary. Leave is not automatic or cumulative. Request forms must be obtained from the School Director's office and should be filed at least one week in advance of the requested leave. Full-time personnel will also be granted 5 sick days (40 hours) during the school year without loss of salary. If not used, up to 3 sick days can be carried over to the next year but employees shall not exceed 30 days accrued leave. The School Director may not approve personal leave when it will result in over 10% of the full-time staff being out at any given time. Personal days will not be approved if they fall on the last work day prior to a holiday or on the first work day after returning from a holiday. Sick days taken on these days require notes from a physician. If an employee does not produce a doctor's note for these days, they will be deducted their daily rate of pay for the work day next to the holiday.

Staff members who exceed their allotted personal and sick days will have their salary reduced by the amount of money that equals their daily rate for the additional day(s) the employee is absent.

Military Leave

APA-CFA will comply with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA). APA-CFA will define all eligibilities, definitions and other conditions of military leave, employment and reemployment as those promulgated by the USERRA.

FMLA

APA-CFA adheres to all provisions of the Family Medical Leave Act and to any state acts regarding family and medical leave.

Eligible employees should make requests for family and medical leaves to the School Director at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting family and medical leaves related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family and medical leave to provide care, its beginning and ending dates, and the estimated time required in the leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by APA-CFA for the full period of the family and medical leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Benefit accruals, such as vacation, sick/personal leave, and holiday benefits will be suspended during the unpaid leave and will resume upon return to active employment.

Employees must remain in contact with the School Director on a weekly basis to help with the facilitation of their job responsibilities and to update the School Director on the anticipated date of return to employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide APA-CFA with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, Aristotle Preparatory Academy: A Challenge Foundation Academy, Inc. will assume that the employee has resigned.

For information about FMLA, please refer to the following website
<http://www.dol.gov/esa/whd/fmla/index.htm>.

Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- or to take medical leave when the employee is unable to work because of a serious health condition.

Operations

Enrollment

APA-CFA will be open to all students who would otherwise qualify for enrollment in any public school in North Carolina.

In holding to the guidelines set in NCGS 115C-218.45:

- Siblings of enrolled students who were admitted to Aristotle in a previous year. For this purpose, “siblings” includes half siblings, step-siblings and foster children residing in the same home.
- Limited to 15% of the school’s total enrollment, children of Aristotle’s full-time employees and board of directors.
- Multiple birth siblings will be entered into the lottery (if needed) as one surname, and, should that surname be chosen in the lottery, all will receive admission.

An open enrollment period will be held beginning on the first business day in March and ending on the last business day in March at 5pm. Each student must complete and return a lottery application by the close of the open enrollment period to be considered for enrollment. Should the number of applications exceed the number of open seats in a particular grade level, all students that have submitted an enrollment application prior to the end of the open enrollment period will be placed in a lottery. Should the number of applications not exceed the number of open seats in a particular grade level, all students that submitted an application prior to the end of the open enrollment period will be considered enrolled in APA-CFA.

After the open enrollment period, parents will be contacted to inform them either of the need for a lottery or of what forms and information is to be submitted to complete each student’s enrollment. If no lottery is needed, parents have 5 business days after the notification to submit the following paperwork to complete each student’s enrollment:

- Student Information Form
- Both parent and child sign Contract
- Original or certified copy (with original state seal) of child’s birth certificate
- Current record of immunizations
- Photo/Video Opt-out Form
- Home Language Survey
- Home Schooled Students: current standardized test scores
- Kindergarten Students: current Health Assessment

A student’s seat will not be confirmed until all paperwork is received.

Lottery

In the event that the number of enrollment applications exceeds the number of open seats in a particular grade level, a public lottery will be held. The lottery shall be held no later than April 15th. Announcements including the time, place and procedures for the lottery shall be posted on APA-CFA’s website and be available at the school site.

All students that turned in an application for enrollment prior to the end of the open enrollment period will be placed in a lottery for the grade level they wish to enroll. Only the name of the student (or surname in the case of multiple births) will be entered into an Excel spreadsheet and a randomizer worksheet will be created. A number will be randomly assigned to each name entered. The names will then be placed in order based on the assigned number. Students up to the assigned number equivalent to the number of available seats will be considered enrolled. Students with assigned numbers greater than the number of available seats will be placed on a waiting list in order based on their assigned number.

The school will send out letters to all students that participated in the lottery process to inform them of the outcome. If a student is chosen in the lottery to be enrolled, parents have 5 business days following the lottery to bring the following paperwork to the school:

- Student Information Form
- Both parent and child sign Contract
- Original or certified copy (with original state seal) of child's birth certificate
- Current record of immunizations
- Photo/Video Opt-out Form
- Home Language Survey
- Home Schooled Students: current standardized test scores
- Kindergarten Students: current Health Assessment

If all paperwork is not received by the end of the 5th business day following the lottery, the student forfeits his/her seat and will be placed at the bottom of the waiting list.

Enrollment from Waiting List

Waiting lists for each grade will be generated, if needed, at the public lottery (see Lottery Policy). When a seat becomes open, students will be contacted in the order they are on in the Waiting List. Parents have to the close of business the day following notification of the opening to accept the seat. To accept the open seat, a parent must bring all of the following to the school:

- Student Information Form
 - Both parent and child sign Contract
 - Original or certified copy (with original state seal) of child's birth certificate
 - Current record of immunizations
 - Photo/Video Opt-out Form
 - Home Language Survey
 - Home Schooled Students: current standardized test scores
 - Kindergarten Students: current Health Assessment
- If all paperwork is not received by the end of the business day following the notification, the student forfeits his/her seat and will be placed at the bottom of the waiting list.

Fees

Aristotle Preparatory Academy: A Challenge Foundation Academy is a tuition-free public charter school open to all North Carolina students. APA-CFA does not charge tuition or fees of any kind, except those similar to ones charged by the Local Education Agency. Every attempt is made to ensure that any fees that are charged are minimal.

Emergency Closings

The School Director of APA-CFA is responsible for making the decision to close school due to inclement weather or any unforeseen circumstance that would make it unsafe to hold school & communicating to all school families and personnel of the closure.

Should school closures throughout the year make it so that instructional time for students falls below the 1025 hours required by the State, make-up days will be scheduled. Prospective make-up days will be noted every year in the school calendar.

Employees' pay will not be reduced in expectation of employees completing the make-up day(s). Should an employee terminate employment prior to making up the day(s), the appropriate amount will be deducted from the final paycheck.

Inventory of Property

An inventory of APA-CFA school equipment, furniture, and reusable supplies shall be conducted annually.

Workplace Monitoring

Workplace monitoring may be conducted by APA-CFA to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of APA-CFA. As such, computer usage and files may be monitored and/or accessed.

APA-CFA may conduct video surveillance of non-private workplace areas. Video monitoring may be used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate school reason to protect confidentiality or an ongoing investigation.

Because APA-CFA is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Use of Equipment

Equipment purchased by APA-CFA should only be used by an employee in the completion of their job responsibilities.

The appropriate personnel should be notified if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. If damage occurs to any equipment due to the negligence of the employee, APA-CFA may seek financial compensation for needed repairs or replacement.

Environmental and Energy Awareness

APA-CFA supports environmental awareness by encouraging recycling and waste management in its school practices and operating procedures.

APA-CFA encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as networking or communicating via E-mail, two-sided photocopying, reusing packaging material, turning off lights and air-conditioners when not in use and reusing folders and binders.

Non-Disclosure

The protection of confidential school information and trade secrets is vital to the interests and the success of the School. Such confidential information may include, but is not limited to, the following examples:

Active projects and proposals	New materials research
Budgets and forecasts	Pending projects and proposals
Compensation data	Proprietary production processes
Curriculum implementation	Research and development strategies
Parent information	Student health records
Vendor lists	Student lists/demographics
Facility prototypes	Student records/addresses
Financial information	Technological data and systems
Labor relations strategies	Technological prototypes

Employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential school information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Records Retention

APA-CFA will retain records based on guidelines set forth by state and federal agencies. Records will be retained as follows:

Financial records:

- Accounts Payable and Account Receivable Records will be kept a minimum of 7 years.
- Bank Records and Budget Reports will be kept for a minimum of 7 years.
- Audit Reports, and Tax Returns will be kept permanently.
- Insurance Records, Contracts and Leases, and Donation/Grant Records will be kept permanently.
- Board Records, recorded or written minutes, will be kept permanently.

Student permanent files will be kept until the student graduates. Final Transcripts will be kept permanently.

Food Service

For the 2017-2018 school year, APA-CFA will participate in the Federal Child Nutrition Program to provide free breakfast and lunch each day for the students.

The School Director is responsible for hiring and supervising personnel to ensure all required paperwork is filed and all regulations are met. APA-CFA will contract with a catering service to provide school lunches. This relationship will be evaluated every year by the Board to ensure the contract is meeting the needs of the school and its students.

Related food service policies are as follows:

Adult Meals

Any adult that is part of the APA-CFA community will be allowed to purchase hot lunch at a cost equal or greater to the cost of full-price student lunches. Adults must order lunch in advance, at least the morning of, so that we can ensure the necessary number of lunches are prepared.

Payment/Cash Management Procedures for Lunch Funds

Adults who purchase meals must pay with cash only. The Food Service Coordinator will be responsible for collecting and receipting payments, ensuring deposit amounts match written receipt amounts on a daily basis. The Food Service Coordinator will deliver the balanced amount to the school Director for bank deposit.

Civil Rights/Grievance Procedures for Lunch Service

Civil rights complaints are written or verbal allegations of discrimination based on race, color, national origin, age, sex, or disability. Any person claiming discrimination has a right to file a complaint within 180 days of the alleged discrimination. A civil rights complaint based on race, color, national origin, or age may be received at the individual school level, but it must be forwarded through the Child Nutrition Services Section of the NC Department of Public Instruction (NCDPI) and to the Southeast Regional Office of the US Department of Agriculture (USDA). The regional office then forwards the complaint to the Civil Rights Division of the USDA. Complaints of discrimination based on sex or disability must be forwarded to the Child Nutrition Services Section of the NCDPI for investigation and disposition. All complaints, whether written or verbal, shall be accepted by the Aristotle Preparatory Academy: A Challenge Foundation Academy (APA-CFA) and forwarded to the NCDPI. An anonymous complaint should be handled the same way as any other. Complaint forms may be developed, but their use cannot be required. If the complainant makes the allegations verbally or in a telephone conversation and is reluctant or refuses to put them in writing, the person who handles the complaint must document the description. There must be enough information to identify the agency or individual toward which the complaint is directed and indicate the possibility of a violation. Every effort should be made to obtain at least the following information:

- Name, address and telephone number or other means of contacting the complainant;
- The specific location and name of the organization delivering the program service or benefit;
- The nature of the incident(s) or action(s) that led the complainant to feel there was discrimination;
- The basis on which the complainant feels discrimination occurred (race, color, national origin, age, sex, or disability);

- The names, titles, and addresses of people who may have knowledge of the discriminatory action(s); and
- The date(s) when the alleged discriminatory action(s) occurred or, if continuing, the duration of such action(s).

Meal Counting Procedures

Using the number of students present on a given day in conjunction with teacher reporting of student absences, an appropriate number of meals will be prepared. The Food Service Coordinator (FSC) will use a roster system at the Point of Sale (POS) to record which students received a reimbursable meal. The (FSC) will compare the number from the POS roster with the difference between the number of meals prepared and the number of meals left to ensure these numbers match.

Meal Claiming Procedures

Using the POS roster, APA-CFA personnel will complete the Daily Meal Participation Worksheet (SNS-4) and the Edit Check Worksheet. The information from these forms will be used to submit monthly claims via the CN Technology website. All claims will be submitted on or prior to the 10th of each month, or the following Monday should the 10th fall on a weekend.

Substitutions Approval Procedure

All efforts will be made to avoid the need to substitute meal components. Should needed meal components not be delivered with the weekly order, APA-CFA will be in contact with the caterer to get needed items. If needed meal component items cannot be obtained by the day needed, a substitution will be made that day.

Special Dietary Needs Procedure

Should a student require other dietary restrictions be met, APA-CFA will ensure they are served a meal that meets their needs and also the needed meal components. APA-CFA will contact the school's Child Nutrition Consultant with any questions regarding these situations as they arise.

School Improvement Team

The School Director is responsible for assembling a School Improvement Team in accordance with NCGS §115C-105.27 (a). The School Director shall provide School Improvement Team updates to the Board at least twice per school year.

Education of Students with Disabilities

APA-CFA will accept all students regardless of any disabilities. Whenever possible, students with disabilities will be in a learning environment with their non-disabled peers. Should students need to the assistance or instruction of a certified Special Education teacher, these services will be provided in the regular education setting as often as possible. If any student needs to be pulled out of the regular education setting for more individualized instruction, the time out of the regular education setting will be as minimal as possible.

Title I Parent Involvement

APA-CFA welcomes the involvement of parents in the education of their children. The School Director and staff will create a variety of ways for parents to be engaged in the school community. The APA PTA, we are asking parents to contribute to these efforts:

● Assist with the development, and implementation, of the School Improvement Plan (S.I.P.)

*APA will ask parents to sit on a committee that will address what the School Improvement Plan should look, and best practices to implement it.

● Assist with the coordination and technical assistance of APA's implementation of effective parent involvement activities

*During the school year, we will ask parents to assist with the coordination, marketing and implementation of all APA's school functions

● Assist with the school's efforts to build a stronger Parent Involvement Plan

*As the school year progresses, we will ask parents on how to make the School plan better, and what changes should be made.

● Participate in the End-of-Year school survey, that will discuss the school's content and effectiveness of the policy

*Near the end of the school year, we APA will ask parents to participate in a School Survey. All items on the survey will be taken under consideration, in order to make the school better.

● Make sure parents are aware of ALL of the school's activities and efforts, so that parents can assist and be included in planning

*In most cases, there are ALL CALLS that go out to the APA parents that are geared toward school announcements. These announcements keep the parents informed as to what events are taken place, and how the parent can volunteer to assist.

To ensure the safety of staff and students, all parents that are on the school campus during the academic day must check-in at the front office and receive a visitor's' pass. Parents must also schedule any volunteer time at the school ahead of time so that as to not interrupt the academic day. Because we are classified a Title I school, (educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards), we strive to give a high quality education to all students and will need the assistance of parents to make sure the students are being taken care of at school, and at home.

Grievance Policy

Students/Families

Should any student or parent of APA-CFA have a grievance with any employee of APA-CFA, the parent with the grievance shall follow the following steps to addressing their grievance:

1. If the parent with the grievance feels comfortable enough, they should personally address the person with whom they have a grievance with. Should this conversation end amicably and the situation that caused the grievance is resolved, no further action is needed.
2. If the above conversation does not remedy the situation or the parent does not feel comfortable personally addressing the issue, the parent should discuss the situation with the School Director. The parent will be asked to write a statement detailing the grievance. The School Director will then take steps to address and resolve the situation within 30 calendar days. Should this process end the grievance, no further action is needed. Should this process not resolve the grievance, the parent should follow up with the School Director to continue to address the situation.
3. If the parent with the grievance feels that the School Director has not taken appropriate action, has not addressed and resolved the situation within 30 days or if the grievance is with the School Director, the parent should contact the Parent Representative on the Board. The Parent Representative will then

work with the School Director to resolve the situation. If the situation is resolved, no further action is needed. The Parent Representative will have 30 days to address and resolve the situation.

4. If the parent feels that the Parent Representative has not taken appropriate or timely action in resolving the grievance, the parent can then contact the Board Chair. The Board Chair will forward the grievance to the Grievance Committee. The Grievance Committee will investigate the grievance and will address the issue within 30 days, taking whatever action is deemed necessary to resolve the situation. The Board Grievance Committee's action is final.

This policy is also given in the following flow chart:

1. Personally address the issue if comfortable
2. School Director
3. Parent Board Representative
4. Board Committee

Faculty and Staff

Should any faculty or staff member of APA-CFA have a grievance with any employee of APA-CFA, the faculty or staff member with the grievance shall follow the following steps to addressing their grievance:

1. If the faculty or staff member with the grievance feels comfortable enough, they should personally address the person with whom they have a grievance with. Should this conversation end amicably and the situation that caused the grievance is resolved, no further action is needed.

2. If the above conversation does not remedy the situation or the faculty or staff member does not feel comfortable personally addressing the issue, the parent should discuss the situation with the School Director. The faculty or staff member will be asked to write a statement detailing the grievance. The School Director will then take steps to address and resolve the situation within 30 calendar days. Should this process end the grievance, no further action is needed. Should this process not resolve the grievance, the faculty or staff member should follow up with the School Director to continue to address the situation.

3. If the faculty or staff member with the grievance feels that the School Director has not taken appropriate action, has not addressed and resolved the situation within 30 days or if the grievance is with the School Director, the parent should contact the Staff Representative on the Board. The Staff Representative will then work with the School Director to resolve the situation. If the situation is resolved, no further action is needed. The Staff Representative will have 30 days to address and resolve the situation.

4. If the parent feels that the Staff Representative has not taken appropriate or timely action in resolving the grievance, the faculty or staff member can then contact the Board Chair. The Board Chair will forward the grievance to the Grievance Committee. The Grievance Committee will investigate the grievance and will address the issue within 30 days, taking whatever action is deemed necessary to resolve the situation. The Board Grievance Committee's action is final.

This policy is also given in the following flow chart:

1. Personally address the issue if comfortable
2. School Director

- 3. Parent Board Representative
- 4. Board Committee

Field Trips

At Aristotle, we believe that field trips provide a valuable educational experience for students. The students experience “being there” and they are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. To ensure the safety and effectiveness of field trips, the following guidelines shall be followed.

All field trips must:

- align with Aristotle’s Core Knowledge or STEM curriculum,
- be planned by a faculty member of Aristotle,
- and be approved by the School Director a month in advance.

Students attending field trips must:

- have signed permission form and payment turned in by deadline,
- wear Aristotle uniform shirt or pre-approved attire,
- be accompanied by parent/guardian if past in school or field trip behaviors warrant,
- and follow all school rules while on field trip or be subject to disciplinary action upon return.

Chaperones must:

- be of 21 years of age,
- not transport children that are not their own,
- not use or possess alcohol or drugs,
- not use tobacco during the duration of the trip,
- refrain from using their cell phone while supervising children for non-emergency and non-field trip related purposes,
- and read, sign and follow Chaperone Expectations developed by School Director.

Other field trip guidelines:

- Only Aristotle students in classes going on field trip may attend the field trip. No siblings, Aristotle student or otherwise, may attend.
- No refunds will be given for field trips once payment is made.
- If a child is accompanied by a parent for behavioral reasons and still does not follow school rules or meet behavior expectations on field trip, they will not be allowed to go on future field trips in the same school year.
- If a chaperone is ineffective in their duties, he/she will not be asked to chaperone future field trips.

Health and Safety

Exposure Control and Blood borne Pathogens

Employees will receive information and training at the beginning of each school year to cover the Exposure Control Plan (ECP) and have an opportunity to review this Plan in accordance with OSHA Standard 29CFR 1910.1030, “Occupational Exposure to Blood borne Pathogens.” Employees will be instructed on the methods of implementation of the ECP. If requested, employees will be provided with

a copy of the ECP free of charge. Personal Protective Equipment will be provided to employees at no cost.

Concealed Weapons

Consistent with state and federal law, APA-CFA strictly prohibits the carrying and/or possession or storage of a concealed weapon on or within 1000 yards of school premises. North Carolina law strictly prohibits the carrying of concealed weapons on school property. The prohibition of the possession of a weapon of any kind on the school premises extends to personal vehicles as well as School-owned vehicles, which are subject to search as outlined in our workplace searches policy. Violation of this policy shall result in immediate termination and criminal prosecution. Ammunition and other paraphernalia will be deemed as a weapon and will result in immediate termination.

Visitors

To provide for the safety and security of students, employees and the facilities at APA-CFA, only authorized visitors are allowed in the workplace. All persons wishing to visit the school during the school day, including during after-school, must schedule the visit in advance.

Upon entering a APA-CFA facility all visitors should report to the reception desk. Authorized visitors will receive directions or be escorted to their destination. All visitors must wear a name tag that identifies their name and their visitor status. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on APA-CFA's premises, employees should immediately notify the School Director or, if necessary, escort the individual to the reception desk. In the event that an unauthorized individual presents a threat to the safety of any individual, employees should contact the School Director

School Searches

Pursuant to North Carolina law, any person entering the premises of our school will be deemed to have conceded to a reasonable search of his person and effects. Therefore, school administrators and officials may conduct reasonable searches on the school property of lockers, desks, vehicles and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

In addition, the school reserves the right to search any employee's office, car, desk, files, locker, computer or any other area or article on the school's premises. In this connection it should be noted that all offices, desks, files, lockers and so forth are the property of the school and are issued for the use of the employees only during their employment with the school. Inspections may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be escorted to the main office and will be subject to disciplinary action up to and including

discharge if on investigation they are found to be in violation of the school security procedures or any other school rules and regulations.

Smoking and Tobacco Use

Smoking and/or tobacco use of any kind by employees and students is prohibited anywhere on school grounds, both indoors and outdoors, and in school vehicles and may result in disciplinary action.

Medicine Administration

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school MUST be brought to the school office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changed from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

All medications brought to school MUST be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication form obtained from the school including the following information:

- Student's Name
- Medication Name
- Directions for administering medicine
- Length of time to be administered
- Parent's signature, phone number and date
- Physician's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school for a parent to pick up within one week. After that, it will be destroyed. No medications, whether prescription or over-the-counter, are given without consent from parents/guardians and/or physician.

Over-the-Counter Medication

Over-the-counter medications (such as Tylenol, non-aspirin pain relievers, cough syrup) at school should be restricted to only when necessary and are provided by the parent. The school DOES NOT keep any medications of any type on hand. Parents must sign a medication form authorizing dispensing over-the-counter medication for headaches or other common ailments. These types of medications will not be dispensed for longer than a week without consent for a physician.

Transporting Medication

No student should transport medicine, whether over-the-counter or prescription. Parents should bring any necessary medication to the front office and fill out any needed forms. Students with prescription or over-the-counter medicine in their possession may face disciplinary actions.

Health Requisites

APA-CFA follows state law concerning proper immunization and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations with the school for their child(ren).

Child Abuse

North Carolina law requires immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

Faculty and Staff

Professional Attire

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Aristotle Preparatory Academy: A Challenge Foundation Academy, Inc. presents to its students, parents, clients and visitors. During school hours, employees are expected to present a clean and neat appearance and to dress in school professional attire. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire, and may face additional disciplinary action. Under such circumstances, employees will not be compensated for the time away from work. Employees will be deducted for time away in relation to the amount of their daily pay rate.

Gentlemen:

Professional dress includes suits, dress shirts (with or without ties), or an approved APA-CFA polo shirt, dress slacks, and other non-casual clothing. Cargo pants, shorts, sweat suits, spandex/lycra clothing and t-shirts are not professional attire. Dress shoes are encouraged. Flip-flops or bedroom shoes are not professional attire. Gentlemen may wear appropriate jeans on Fridays with an approved Aristotle shirt. Physical Education teachers and coaches may be attired in appropriate fitting shorts, polo shirts and sneakers, unless attending a school event where this dress would not be appropriate, ie. School Programs.

Ladies:

Professional dress includes dresses, women's school suits, and other non-casual clothing. Short skirts (approximately three inches above the knee), shorts, sweat suits, spandex/lycra clothing, and clothing that in any way are tight or revealing are not considered professional attire. Appropriate dress shoes or dress sandals are encouraged. Flip-flops and bedroom shoes are not considered professional attire. Ladies may wear appropriate jeans on Fridays with an approved Aristotle shirt. Physical Education teachers and coaches may be attired in appropriate fitting shorts, polo shirts and sneakers, unless attending a school event where this dress would not be appropriate, ie. School Programs.

Notification of Absence

Any employee absent from school due to personal illness must call or text the School Director/Designee by 6:30 a.m. the morning of the absence, but preferably, the previous evening. **Please do not e-mail the school.**

No more than 10% of the faculty are to be absent for personal leave on any given day. Therefore, teachers who know that they will be absent from school for any reason must complete a notice of absence form at least two weeks prior to the scheduled date, if possible. These forms must be turned in to the School Director signature and approval.

Time off will not be approved on school days immediately preceding or following school holidays, including three day weekends, and within the last two weeks of school. Staff members who are absent on the day immediately preceding or following a holiday or extended weekend, must produce a doctor's note in order to use a sick day. If the employee cannot produce a doctor's note, then the employee will be deducted 1 day of pay for every day they are consecutively absent.

Teachers must maintain current lesson plans and class rolls that are available and can be easily located in the classroom. A minimum of one day's lesson plan MUST be on top of the teacher's desk at all times. Please note that administrative evaluations WILL INCLUDE confirmation of lesson plan availability. Teachers who will be absent more than one day due to sudden illness or other unplanned absences MUST e-mail or call in any additional necessary lesson plans to the grade chair and to the building secretary for distribution to the substitute teacher. A separate substitute file discussing any special information (or students with special health needs) should be available in the school administrative office.

All arrangements to secure a substitute will be made through the School Director's/Designee's office. Teachers are to arrange their own substitute whenever possible. The teacher is to notify the School Director/Designee of the substitute's name. In extreme cases of emergency, the teacher may call the school director/designee to get assistance in arrangement for a substitute.

Staff members may be called on at any time to substitute for an absent teacher.

Disciplining of Employees

In the event it becomes necessary to discipline an employee, the following steps may occur, in any order, at the discretion of the School Director:

1. Formal or informal discussion of the issue with the employee.
2. Formal discussion of the issue with the employee with a written follow-up specifically describing expectations. Board members may be provided a copy of the written correspondence.
3. Formal discussion of the issue with the employee with
 - (a) a written follow-up specifically describing expectations,
 - (b) how improvement will be measured,
 - (c) with a timeline for meeting them. Board members will be provided a copy of the written correspondence. This step shall be considered formal probation.
4. Recommendation of Termination to the Board of Directors.

The School retains the discretion to determine if the circumstances of a particular case warrant termination for the first offense, or whether one of the other three forms of disciplines listed above is

warranted. All employees of APA-CFA are employees at-will, and if an employee's conduct, performance, work habits, attitude or demeanor becomes unacceptable in the judgment of the School Director, the employee will be subject to disciplinary action up to and including recommendation for termination.

If an employee finds it necessary to resign his/her position, it should be done in a positive, professional manner that will reflect well on your personnel record. Employees are requested to give a minimum of two weeks notice. Employees with health insurance coverage will be entitled to continue their coverage under COBRA.

If an employee resigns his/her position, it will be requested that he/she discuss with the School Director his/her decision and the circumstances that led to his/her decision. Matters relating to final pay and other personal matters will be arranged at the time of the final interview.

Any employee who resigns or is terminated will be responsible for returning all School property, including uniforms. Failure to do so will result in the cost of these items being deducted from the employee's final paycheck.

Termination

Should an employee's conduct, performance, work habits, attitude or demeanor become a barrier to him/her successful meeting their job responsibilities, the School Director will recommend termination of employment to the Board. When possible, the School Director shall support an employee in improving their job performance prior to recommending termination. The School Director will present all pertinent information to the Board along with the recommendation to terminate employment.

Should an employee's actions require immediate removal from their position, the employee will be suspended without pay until the next Board meeting where the School Director will present all pertinent information to the Board. All decisions to terminate employment will be made by the Board. An employee has the right to appeal a termination.

Due Process

APA provides certified employees certain due process rights. These rights are:

1. APA certified employees shall not be terminated for personal or political reasons.
2. An APA employee who is terminated prior to the end of the year has the following due process rights.
 - a. Right to notice for the reason for the termination by the APA school director and a hearing with the director.
 - b. Right to appeal the termination to the board and to choose a public or private board meeting.
3. No other due process rights are implied or granted beyond those described above.

Political Activity

APA-CFA recognizes that employees have the same fundamental civic responsibilities and privileges as other citizens. Among these is campaigning for an elected public office or appointed public office to the extent that the activity does not conflict with the employee's duties in the school district. The Board will

determine whether campaigning for, and/or holding an elected and/or appointed office, is compatible with the duties assigned by the school.

An employee who wishes to file for an elected or an appointed position on a governing board or agency must affirm in writing to the School Director that such position will not conflict with State or Federal law and/or regulations concerning the employee's right to serve (e.g. dual office holding, conflict of interest, etc.). The employee must notify the School Director in writing at the earliest possible time. The notice must include the position sought and the employee's intentions as to the possibility of continued employment and the conditions of that employment. The School Director will report this information to the Board at its next regular meeting. The Board will make a final decision as to whether the activities proposed by the employee are consistent with his or her services to the school and the best interests of education of the students.

In connection with campaigning or holding a public office, no employee will:

1. use school system facilities, equipment or supplies;
2. discuss his/her campaign with school personnel, children or citizens during the working hours;
3. use any time during the working day for campaigning purposes, either through his or her own activities or the activities of a colleague.

As a 501(c)(3) nonprofit corporation, APA-CFA is required by the Internal Revenue Code to provide a detailed annual report to the Internal Revenue Service of any attempts "to influence federal, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through volunteers, paid staff and management, media advertisements, and mailings to legislators and the public." Employees are not permitted to use school system facilities, equipment, or supplies to attempt to influence federal, state, or local legislation without the prior written approval of the School Director. Classroom or homework assignments and extracurricular or other school-sponsored activities that entail mailings to legislators and / or the public in an attempt to influence federal, state, or local legislation, including public opinion on a legislative matter or referendum, are not permitted without the prior written approval of the School Director.

All employees of APA-CFA shall refrain from discussing personal political affiliations and views with students or in a place where students may overhear a discussion between employees.

Harassment

APA-CFA is committed to providing a work environment in which its employees and students are treated with courtesy, respect and dignity, and are free of harassment, whether sexual, threatening or discriminatory in nature. It is illegal and against School policy for any employee to make sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual or suggestive nature; or to create an intimidating, hostile, or offensive working environment through physical or verbal conduct relative to an employee's gender, religion, age, national origin, or disability.

Any employee engaging in harassing behavior will be disciplined, up to and including suspension and/or termination. Employees who believe that they are being subjected to harassment by other employees, students, or parents must immediately report the incident to the School Director and Board Chair who will conduct a thorough investigation, report the results to the Board. The Board will determine what

action will be taken. The identity of the employee making a report will be kept confidential to the greatest extent possible.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment shall promptly advise the School Director.

Issues of harassment will be dealt with in a prompt and confidential manner. Employees shall not be penalized for reporting an incident or for participating in the investigation.

Conflict of Interest

Employment with APA-CFA imposes a responsibility to act in the best interest of the school. As an employee of APA-CFA, it is imperative that any dealings with outside firms or individuals not result in unusual gains or personal gains for the employee, the individual or the said firm. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either party, or both. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which APA-CFA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or school dealings involving APA-CFA. Promotional plans that could be interpreted to involve unusual or personal gain require specific approval from the Board of Directors.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose it to the School Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personnel Files

The employee personnel file is a record of employment with APA-CFA. It is the responsibility of the employee to update the school regarding any changes that affect payroll, benefits or change in certification and to keep up-to-date directory information.

Personnel files are the property of APA-CFA, not public property, and access to the information they contain is restricted. Only administrative personnel who have a legitimate reason to review information in a file are allowed to do so.

Employment applications, with the exclusion of letters of recommendations, are public documents.

Employees who wish to review their own file should contact the School Director. With reasonable advance notice, employees may review their own personnel files in the School Director's office and in the presence of an individual appointed by APA-CFA to maintain the files. Any copies of items included in personnel files are done at the expense of the employee.

Social Media for Faculty and Staff

In order to establish appropriate use of electronic communication between APA-CFA staff and students, the following guidelines are provided suggested for staff consideration.

It is not the intent of the guidelines to interfere with private communications between individuals—nor is it the intent of the guidelines to deny access to recognized student organizations that wish to announce upcoming events that may be of interest to members of the school or community. The purpose is to provide boundaries regarding electronic communication between staff and students.

Staff members should use the following procedures when communicating electronically with students:

- Use email accounts provided by APA-CFA to communicate electronically with students.
- Communicate with students and parents using a blog platform, school website, APA-CFA e-mail system, or phone that is provided at the school.
- They should decline or disregard invitations from currently enrolled students to interact one-on-one through instant messaging and social networking sites except about matters directly relating to school or classroom school.
- They should not use a webcam or Internet type of phone to communicate with a student except for school or classroom purposes.
- All electronic or telephone communication involving schedule changes, cancellation of practice, weather cancellations, etc., must be made to the parent or guardian
- Files directly sent to students must be directly about matters relating to school or classroom school, one's supervisor should also be copied along with the file that was uploaded.
- Staff may not participate in any type of online games with students.
- In the case of an emergency, if an adult uses a personal communications device or email account to contact an individual student, the date, time, and nature of the contact should be reported via e-mail to one's supervisor on the next school day.
- All electronic communication using APA-CFA hardware or software including but not limited to internet use, email, word processing, presentation and publishing programs are property of APA-CFA and as such are subject to technology audits without notice.

SOURCE: Robert Hugh Farley, "Technology Related Communication between Adults and Students"

Electronic and Telecommunications

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of APA-CFA and as such are to be used solely for job-related purposes. The use of any software and school equipment, including, but not limited to facsimiles, computers, and copy machines for private purposes is strictly prohibited.

Employees using such equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file or retrieve any stored communication unless they are an authorized School representative as designated by the Board of Directors of APA-CFA to do so, or unless they have received permission from an authorized School representative. All pass codes are the property of the School.

All electronic communications are public record and are accessible to school, administrative, and legal review as necessary.

To ensure that the use of electronic and telephonic communications systems and school equipment is consistent with the APA-CFA's interests, authorized representatives of APA-CFA may monitor the use of

such equipment from time to time. This may include listening to stored voice-mail messages and viewing incoming and outgoing e-mail messages.

Acceptable Computer Usage

Access to the Internet: Introduction

As part of APA-CFA instructional technology program, based on the State of North Carolina Standard Course of Study, we offer our students and staff access to the Internet. The Internet provides the opportunities to reach out to experts, share information, explore concepts, and research topics. Various projects have proven the educational benefits of Internet access.

Access to the Internet: Purpose

Access to the Internet will allow staff to explore thousands of libraries, databases, and other informational sites. While our intent is to make Internet access available to further educational goals and objectives, staff may find ways to access other materials as well. Although Internet use is available in our schools and there is a content checking blocking filtering system in place, staff should be aware that some sites may contain material that is potentially offensive. Because we do not control all of the material available on the Internet, it is extremely important that employees understand and follow all CFA/APA policies and guidelines. Any user violating policies and guidelines may relinquish rights to the resources or result in disciplinary actions.

Acceptable Use Policy (AUP)

1. Users must have a completed AUP.
2. Internet access through APA-CFA is not for private or commercial use, political or religious purposes; it is to be used for educational purposes only.
3. Use of the Internet for illegal activities is prohibited.
4. Use of the Internet to access vulgar, abusive, obscene, or pornographic material is prohibited.
5. Programs or actions that harass Internet users or infiltrate a computing system and/or damage the software components are prohibited.
6. Users must adhere to copyright laws and license agreements.
7. Users will respect the rights and property of others and will not improperly access, print, misappropriate, or misuse the files, data, or information of others.
8. Users accessing Internet services that have a cost involved will be responsible for payment of all incurred costs.
9. Materials placed on the Internet, and the content of email messages may be accessed by others inside and outside the school system.

Employee Web Page Permission Form: Purpose

While employee's work has been traditionally displayed within the school building, anything published locally on the school's website can be viewed on the Internet. This document is a release form for employee's name, photo, and intellectual property such as artwork, poetry, essays, and performances to appear on the CCS web site.

Gossip/Public Conversation Policy

In order to promote and maintain a positive work and learning environment, all staff shall refrain from circulating second-hand or unconfirmed information and from talking negatively about staff or students in public. Failure to do so will result in disciplinary action and termination should it continue.

Students

Code of Conduct

Students and parents/guardian must read the entire Code of Conduct.

ALL STUDENTS MUST AGREE TO THE FOLLOWING:

- Attend school and class every day
- Dress appropriately
- Do as instructed by teachers and staff
- Bring all needed materials to class
- Allow school officials to conduct a reasonable search (see School Searches Policy)
- Use the computer and the Internet for official school activities

ALL STUDENTS SHALL REFRAIN FROM:

- Eating or drinking food/beverages unless permitted by the school
- Bringing medication unless authorized and supervised by the school (see Medicine Administration Policy)
- Bringing toys, CD's, recorders, cell phones, beepers, pagers, lighters, matches, money (bring only enough money for lunch or supplies)
- Selling any items on campus unless authorized by the school
- Lying, cheating, forgery or false information
- Talking back to staff or adults, refusing to comply with reasonable requests or walking away
- Using profanity, cursing, offensive racist or obscene speech, gestures or written materials
- Disrupting class or school including; chronic talking, throwing objects, horse playing, teasing, refusing to remain seated, leaving without permission, chronic lack of supplies or repeated violations
- Coming onto campus without proper permission or go on any campus during a suspension ●
- Participating in unsafe actions including running
- Gambling
- Damaging school property
- Setting fire or trying to set fire to anything, this includes striking matches and flicking lighters
- Stealing anything
- Breaking into the school with or without intent to steal or vandalize
- Possessing inappropriate pictures, music or written material that would not be acceptable at school
- Making, using, spending or giving counterfeit money to anyone
- Participating in any gang related activity
- Pulling the fire alarm
- Calling 911 unless an emergency exists
- Saying to anyone that a bomb is at school unless the emergency exists
- Hitting, kicking, spitting, shoving, fighting, assaulting or threatening anyone
- Taking part in sexual activity, harass another student(s), or expose private body parts at anytime
- Using alcohol, tobacco or drugs
- Using or bringing weapons of any kind, toy or real

A set of rules does not replace the administrator's judgment in the review of discipline incidents. Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction. The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well-being of our students.

Academic Integrity Policy

APA-CFA expects the highest standards of academic integrity from its students. Cheating is thus a serious offense. APA-CFA expects its students to be honest and to do their own work so that they may grow intellectually. Cheating, making use of someone else's work and passing it off as your own, is strictly prohibited and includes, but is not limited to:

- Copy test answers, homework, or other work from another student
- Having other persons, including students and family members, complete homework problems or other work on a student's behalf
- Making use of the internet to seek assistance in completing homework assignments, or finding answers to textbook homework questions, without explicit permission from the teacher
- Asking students who took a test in a different class about the questions on the test

Both the student who cheats and the student who assists another student in the act of cheating commit serious offenses against the school's academic integrity policy and will receive a 0 on the assignment and face possible disciplinary actions.

Plagiarism

Plagiarism, literary theft, is also an offense against academic integrity. APA - CFA has adopted the following definition of plagiarism from the University of Indiana's plagiarism policy: "Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or material taken from another source for whether written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered common knowledge may differ from course to course" and is defined by the teacher. When in doubt, please cite the source or consult with the teacher.

Students in any grade level that are found guilty of plagiarism will receive a 0 on the assignment and face possible disciplinary actions.

Discipline Policy

APA-CFA wishes to create a culture that encourages and supports student accountability for their actions and promotes positive relationships between students, teachers and the school community. To this end, APA-CFA will adhere to the following process for dealing with inappropriate behavior that are not in accordance with APA-CFA's Student Code of Conduct.

In the Classroom

The discipline process begins in the classroom.

The classroom expectations of students will be the same in every classroom at APA-CFA.

- Be respectful of yourself, others and your surroundings.
- Be responsible and prepared at all times.

- Follow all directions and procedures.

Teachers will follow the Conscious Discipline® model. Positive behavior is expected from each student. When a student's behavior is adversely affecting the learning environment, it may be necessary to remove a student from class. In the incidents, parents will be notified by the teacher or administration.

Should inappropriate or unwanted student behaviors prohibit a student from performing his/her classroom responsibilities or create an environment that is not safe or conducive to education, the following procedures should be followed:

1. The teacher should remind the student of the desired behavior and explain the importance of this correct behavior. This should be done every time the unwanted behavior is exhibited.
2. If the behavior occurs again within the same day or repeatedly over a few days, the teacher should contact the parent via phone. Direct contact is preferred, but there may be times a teacher will leave a message for the parent.
3. If the behavior continues the teacher will contact administration. If the behavior causes physical harm to another student, the teacher will refer the student to administration. The situation then becomes the responsibility of administration.

Suspensions

A student will be considered for suspension as a last resort, but implemented when necessary to protect the learning environment. Once a student is referred to administration for repeated non-compliance with the Student Code of Conduct, out-of-school suspension will be considered.

The duration of the suspension will be decided on by the School Director or Designee and Families based on all information gathered relating to the student and the incident(s) in question.

Behavior Plan

Upon a student's fourth office referral within the same school year, a behavior plan will be developed.

The administration will meet with the family and the student to determine the desired behavior results and outline the necessary steps to achieve the outcome.

The behavior plan will be reevaluated in 30 school days to determine if the plan is yielding positive results. The classroom teacher, parents and administration will meet to discuss its effectiveness and make adjustments if needed. Every effort will be made to remove students from behavior plans as soon as possible. However, if a student needs a behavior plan in order to be successful in and out of the classroom, it will remain in place for as long as needed.

If a behavior plan has been in place for a duration of two weeks and the inappropriate behaviors continue, the student will be referred to the School Director. The school director will notify the board of directors and a hearing will be scheduled to discuss alternative measures that could be taken to reduce the negative behaviors. The administration can request the board consider expulsion for either the remainder of the school year and up to 365 calendar days. If the board determines expulsion is needed to ensure the safety of the students or to ensure the learning environments is productive, then the

student will not be allowed to enroll in any North Carolina public school until 1 full year from the date of expulsion has expired. The student will not be allowed to enroll in Aristotle again until that one full year has been expired.

Expulsions

Multiple suspensions for the same behaviors will cause a student to be considered for expulsion. The School Director, the Dean of Students and Families, the Classroom Teacher, the parent and the student will all meet to discuss this situation should this become necessary. The decision to recommend expulsion of a student will be at the discretion of the School Director. APA-CFA's Board of Directors will then vote on the expulsion.

Extenuating Circumstances

All behaviors that go against APA-CFA's Student Code of Conduct may not follow the above processes exactly. The School Director has the discretion to start a student at any step in the above process depending on the severity of the behavior.

Due Process

Should the School Director find it necessary to long-term suspend or expel a student for non-compliance with the APA-CFA Student Code of Conduct, the following steps will be followed to ensure that each student is given due process.

1. A presentation of the evidence against the student is stated by the School Director.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the School Director. The student may present witnesses and evidence in rebuttal of the school's allegations to the School Director.
4. The School Director records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the School Director. A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the School Director will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include alternative educational plan or an evaluation request

Acceptable Computer Usage

The use of APA-CFA's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, detention or suspension. APA – CFA's policy regarding computer and internet usage is as follows:

1. The network is to be used only for activities that support education and research related to assigned school work.

2. When communicating with others on the internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network that involves obscenity, profanity, racism, sexism, personal attacks, harassment or offensive messages or pictures is prohibited by law.
6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the account and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mailbombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher or School Director.

Bullying and Harassment

APA-CFA prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definition

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function, over the phone or internet or on a school bus, and that:

1. Is motivated by any actual or perceived characteristic, such as but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school, or by the victim's participation in school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Expected Behavior

APA-CFA expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

APA-CFA believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

APA-CFA believes the best discipline is self-imposed, and it is the responsibility of the APA-CFA staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

APA-CFA prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the School Director or his/her designee.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved
2. The levels of harm
3. The surrounding circumstances
4. The nature of the behavior(s)
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved
7. The context in which the alleged incidents occurred

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, Federal and State statutes, and APA-CFA policies and regulations.

Reporting Procedures

Complaints alleging violations of this Policy shall be reported to the School Director. All school employees are required to report alleged violations of this Policy to the School Director. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. Submission of an Incident

Report Form to the School Director. The Incident Report Form is available from the School Director or available at the school office. Oral reports will also be considered official reports. Oral Reports must be followed in writing using the appropriate form filled out by the individual receiving the oral report. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation

The School Director is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion. In considering whether a response beyond the individual level is appropriate, the School Director will consider the factors in this policy. APA-CFA's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. APA-CFA's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Reprisal or Retaliation Prohibited

APA-CFA prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the School Director after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and APA-CFA policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with APA-CFA policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the School Director, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distances, it is impossible for parent or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Attendance

Attendance Policy

School attendance is paramount to a student's academic success. To promote an academic environment in which students have the potential for success – comprehension and mastery of the curriculum – limitations on class absences are enforced.

Whenever possible, the school office should be informed by telephone of a student's absence before 11:00 am of the day of absence. If the absence is due to a medical appointment, a medical note confirming the appointment should be sent to the office upon the student's return to school.

If a student misses more than 20 day, excused or unexcused, their promotion to the next grade will be in jeopardy. Extenuating circumstances may be considered when reviewing the number of absences when considering promotion.

APA-CFA will notify parents of absences at the following intervals:

- 3 days: phone call to parent by classroom teacher
- 6 days: phone call to parent by School Director/Designee
- 10 days: certified letter to parent and phone call by School Director/Designee
- 15 days: certified letter to parent and phone call by School Director/Designee
- 20 days: parents will be notified of the school's intent to take legal action under the state's compulsory attendance law. The student's promotion to the next grade will become under review.

An absence will be excused under any of the following conditions:

- illness or injury
- isolation ordered by state or local health officials
- death of a family member
- medical, dental or other necessary appointments with a health care provider
- the student is a party to or under subpoena as a witness before a court or administrative tribunal
- religious observance, as required by the religion of the student or the student's parents
- participation in a valid and important educational opportunity, such as travel, with prior approval of the School Director
- other emergency or necessary reasons as approved by the School Director, in advance when feasible.

For an absence to be excused, the student must submit a written, signed note stating the reason for the absence upon return to school. Telephone calls will not be accepted to excuse absences. Failure to comply with these procedures may result in the absence being unexcused.

Tardy

Students who are late for school interrupt the classroom and miss valuable instruction and work. Therefore, Punctuality is essential. Please allow extra time on week days for getting your child(ren) to school.

Aristotle Preparatory Academy strictly enforces attendance and tardy policies as part of our educational philosophy. If a child is tardy, he/she must check in through the front office before being admitted to class. Frequent tardiness without a valid excuse is considered truancy under the law.

- Three tardies within each quarter are equal one absence.
- If a student reaches 3 tardies in one quarter, the parent will be notified by letter.
- When a student reaches 6 and 9 tardies within a quarter, the parent will be notified by letter to attend a conference.
- If a student reaches 12 tardies within a quarter, the parent will be notified by letter to create an individual attendance plan.
- If a student reaches 18 tardies within the year, the parent will be contacted by the Director/Designee and certified letter to schedule a mandatory meeting.
- If a student reaches 45 tardies, the parent will be contacted by the School Director to schedule a mandatory meeting. A member of the governing Board of Directors may be present at this meeting.
- If a student reaches 60 tardies, the parent will be contacted by the School Director and by certified mail indicating the school's intent to take legal action under the state's compulsory attendance law. The student's promotion to the next grade will be under review at that time.

Truant, unverified, unexcused, excessive excused absences, and tardies affect your child's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all students. Our goal is to educate your child. We cannot be successful if your child is not in school. Please help us to insure that your child receives a quality education by getting your child to school on time.

Bus Rider

Bus routes will be created prior to the beginning of the school year based on student addresses. These routes will be shared with parents the week prior to school starting. During the first two weeks of school, route times will be adjusted to ensure they reflect true times. After the first 20 days of school, bus routes will not be changed.

All applicable school rules apply to students while riding the bus and at their assigned bus stops. The following are additional rules and procedures specific to bus riders:

- Students may only be picked up and dropped off at their assigned bus stop. A written and signed notice from the parent/guardian submitted to the school is needed if a student is to be picked up from or dropped off at another one of APA-CFA's bus stops. If a person other than the parent/guardian is collecting the student from the bus stop, this information must also be included in the letter.
- No student will be picked up from or dropped off at a location that is not one of APA-CFA's predetermined bus stop locations.
- Written and signed notification from the parent/guardian is needed if a student is to be picked up at the school rather than riding the school bus. If a person other than the parent/guardian is picking up the student, this information must also be included in the letter. For the safety of all children, no changes are allowed by phone.

- Students in grades K- 8th will not be left unattended at the bus stop. The bus driver will wait no more than 5 minutes after arriving. If a student is not pick up by that time, the student will be brought back to the school campus at the completion of the bus route. The student's parent/guardian must come pick the student up from the school site if this happens. Should a student be brought back to campus three times during the school year, bus riding privileges may be revoked.
- While riding the bus, all students must:
 - 1 sit properly in assigned seat.
 - talk in a voice no louder than a whisper.
 - not stick any part of their body or throw anything out of the window.
 - keep their hands and belongings to themselves.
 - immediately follow all directions given by the bus driver.
- When exiting the bus, all students must:
 - 1 remain in their seats until the bus is at a full stop.
 - exit the bus one at a time using the handrail.
 - cross in front of the bus if needed, looking both ways for traffic.
 - walk directly to car that is picking them up.
- While waiting to be picked up in the morning from the bus stops, students must remain in their car. NO STUDENT SHOULD EVER BE LEFT UNATTENDED AT ANY BUS STOP.
- Parents are expected to stand at the designated bus stop 10 minutes before their designated time and to give the bus 10 minutes leeway for traffic or other issues.
- Students who violate bus rules will be written up. The first and second write ups will be sent home for signature. If the student does not return the signed write up the following day, parents will be contacted by phone to ensure they are aware of the write up. The third write up will result in bus suspension for 1 day. The fourth write up will result in a 3 day suspension. The fifth write up will result in bus riding privileges being revoked for the remainder for the school year.
- Adjustments to the bus route will not be made after the first 20 days of school. In the event of a family move or a change in after school venue, the parent will have to arrange for the child to be picked up or choose another APA-CFA existing designated bus stop.

Promotion and Retention

APA-CFA will only promote students that are academically and socially ready for the next grade.

Academic readiness will be determined by considering all of the following;

- attendance records including tardies,
- performance on MAP testing, formative assessments, as well as EOG testing for 3rd grade and above,
- classroom performance and grades,
- and progress toward goals set in Personalized Education Plan (PEP) or Individualized Education Plan (IEP)

Should there be a concern that a student is not performing on grade level, the school will implement support systems to aid the child, parents will be contacted and will be notified of the possibility of retention to be considered if academic targets are not met by the end of the school year.

In all situations, it the School Director who has the final determination regarding promotion or retention (under North Carolina law NCGS 115C) of a student. There is no further allowance for appeals or grievance.

Governance

Board Responsibilities

1. Implementing the vision and mission statements as well as the school's philosophy and objectives. This philosophy should be read on a regular basis and taken into consideration whenever possible changes of policy are under discussion.
2. Establishing the policies under which the School Director will administer the school, ensuring they are lawful, fair, and provide protection for all of the school's constituents.
3. Ensuring that the provisions of the school's charter and the corporation's Articles of Incorporation and Bylaws are being followed. Update Bylaws as necessary.
4. Establishing fiscal policy and boundaries with budgets and financial controls for the school. Properly manage and be accountable for the public funds allotted to the school. Create a sound budget and each month critically review the financial statements, approving needed changes to line items.
5. Selecting a new Director when needed. Approve the hiring of teachers.
6. Establishing necessary working committees and being sure that all members are actively involved in appropriate committee assignments.
7. Periodic evaluations of the school, taking into consideration the school's stated philosophy and goals.
8. Conducting a written annual evaluation of the performance of the Director and establishing goals for the following year.
9. Conducting a written annual self-evaluation, including consideration of whether the board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Director and other staff for guidance.
10. Conducting a yearly board conference where the goals of the board are defined through a strategic plan, a board self-evaluation critiqued, outside speakers present information on effective board leadership and other pertinent topics are discussed.
11. Conducting an annual Board Visit Day at the school. During this time, directors will visit classrooms, talk with the staff and become familiar with current school concerns.
12. Keeping full and accurate minutes of its meetings and those of its committees.
13. Maintaining a policy book so that governing decisions made over a period of years may be readily available to subsequent leadership and administrators.
14. Maintaining an instructional policy handbook as a resource for board members.
15. Developing and maintaining a communication link to the community.
16. Ensure that the school is fulfilling its legal obligations to students with disabilities through its special education program.
17. Ensure the school is meeting legal requirements (e.g., teacher licensing, criminal history checks, admissions).
18. Ensure adequate facilities.
19. Make long-term plans for the school.
20. Cultivate new board members (e.g., through committee work).

21. Appoint or remove board members.

Individual Board Member Responsibilities

1. Regularly attend Board meetings well-prepared and informed, having read minutes, School Director reports, committee recommendations, etc.
2. Review and approve all contracts and leases. Assist the Board in fulfilling its fiduciary responsibility.
3. Contribute in an area of expertise (e.g., curriculum, finance, facilities, personnel, legal).
4. Serve on at least one board committee (attend meetings, perform research and analysis, prepare materials).
5. Be familiar with the Core Knowledge Sequence curriculum.
6. Be in agreement with the educational philosophy, discipline policy and administrative structure of our school.
7. Abide by and support all governing documents (federal and state laws/regulations, charter, articles of incorporation, by-laws, school policies, etc.).
8. Attend school events to show support and encouragement for our school.
9. Attend a yearly board conference where the goals of the board are defined through a strategic plan, a board self-evaluation is critiqued and other pertinent topics are discussed.
10. Attend necessary training and continuing development related to service on the Board.
11. Participate in an annual Board Visit Day. During this time, directors will visit classrooms, talk with the staff and become familiar with current school concerns.
12. Promote the school in the community as a representative of the board.
13. Demonstrate undivided loyalty to the organization. Support board policies and decisions put in place by the board, even where you may personally dissent.
14. Always put the good of the charter school first, ahead of personal interests or those of other advocacy groups.
15. Never use the position, school assets or school information for personal gain or gain for any family member.
16. Be free of criminal convictions that would disqualify you for board service.
17. Avoid conflicts of interest and comply with the board's conflict of interest policy.
18. Lead by example.
19. Respect confidentiality.
20. Read and sign the board policy handbook.

Rules and Procedures

Rule 1. Regular Meetings

The Board shall hold regular meetings in accordance with Section V of the corporate bylaws.

Rule 2. Special, Emergency, and Recessed [or Adjourned] Meetings

(a) Special Meetings.

The board chair, or any two members of the Board may at any time call a special council meeting by a written notice stating the time and place of the meeting and the subjects to be considered. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the board; (2) posted on the school's principal bulletin board, or if none, at the door of the board's usual meeting room; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the school clerk. Only those items of business specified in the

notice may be transacted at a special meeting called in this manner. The Board shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Board's principal bulletin board; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the school clerk. Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) Emergency Meetings.

Emergency meetings of the Board may be called only because of generally unexpected circumstances that require immediate consideration by the council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the Board.

(1) The board chair, or any two members of the Board may at any time call an emergency council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Board at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the Board are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the Board complies with the notice provisions of the next paragraph. Notice of an emergency meeting under

(1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspapers, wire services, or station's telephone number, with the school clerk. This notice shall be given either by telephone or by the same method used to notify the Board and shall be given at the expense of the party notified. (c) Recessed Meetings. A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed session of a properly called regular, special, or emergency meeting.

Rule 3. Agenda

(a) Proposed Agenda. The school clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least three working days before the meeting. Any Board member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed motions shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Board member shall receive a copy of the proposed agenda and the agenda package and they shall be available for public inspection and distribution or copying when they are distributed to the Board members.

(b) Adoption of the Agenda. The Board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. If items are proposed to be added to the agenda of a

meeting, the Board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board members.

The Board may by majority vote add items to or subtract items from the proposed agenda, except that (a) the council may not subtract items from the proposed agenda stated in the notice of a special meeting.

The Board may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately. The Board may designate certain agenda items “for discussion and possible action.” Such designation means that the council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(c) Consent Agenda. The Board may designate a part of the agenda as the “consent agenda.” Items shall be placed on the consent agenda by those preparing the proposed agenda if they are judged to be non-controversial and routine. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting. All items on the consent agenda shall be voted 18 on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

(d) Open Meetings Requirements. The Board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the council to understand what is being deliberated, voted, or acted on. The Board may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

Rule 4. Public Address to the Board

Any individual or group who wishes to address the Board shall make a request to be on the agenda to the school clerk. However, the Board shall determine at the meeting whether it will hear the individual or group.

Rule 5. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Pledge and Prayer
2. Public Comment
3. Discussion and revision of the proposed agenda, including consent agenda; adoption of an agenda
4. Approval of the minutes
5. Committee reports (if needed)
6. Director’s report
7. Prior Business (if needed)
8. New business (if needed)

By general consent of the council, items may be considered out of order.

Rule 6. Board Chair

The chair shall preside at all meetings of the Board. In order to address the Board, a member must be recognized by the chair.

The chair or other presiding officer shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground; 19
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To call a brief recess at any time;
- (e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the Board upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

A chair or other presiding officer may adjourn without the board's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time.

Rule 7. Vice Chair

The Board shall elect from among its members a vice chair to serve at the Board's pleasure. A Board member who serves as vice chair shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of whether a quorum is present. In the Chair's absence, the Board may confer on the vice chair any of the chair's powers and duties. If the chair should become physically or mentally unable to perform the duties of his or her office, the Board may by unanimous vote declare that the chair is incapacitated and confer any of the chair's powers and duties on the vice chair. When a chair declares that he or she is no longer incapacitated, and a majority of the Board concurs, the chair shall resume the exercise of his or her powers and duties. If both the chair and vice chair are absent from a meeting, the Board may elect from among its members a temporary chairman to preside at the meeting.

Rule 8. When the Presiding Officer Is in Active Debate

If the chair or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another Board member to preside over the debate. The chair or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 9. Action by the Board

The Board shall proceed by motion, except as otherwise provided for in Rule 4 and in Rule 31. Any member may make a motion.

Rule 10. Second Required

A motion shall require a second, unless made by a committee chair in regards to actions voted on by the committee.

Rule 11. One Motion at a Time

A member may make only one motion at a time.

Rule 12. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 13. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 14. Voting by Written Ballot

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the city clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 15. Debate

The chair shall state the motion and then open the floor to debate on it. The chair shall preside over the debate according to the following general principles:

- (a) The maker of the motion is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- (c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 16. Ratification of Actions

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 17. Procedural Motions

(a) Certain Motions Allowed. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of Board consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess [or adjourn] to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

Motion 5. To Suspend the Rules. The council may not suspend provisions of the rules that state requirements imposed by law on the Board.

Motion 6. To Go into Closed Session. The Board may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 14], or else move to suspend the rules [Rule 18(b), Motion 5].

Motion 10. Motion for the Previous Question. The motion is not in order until there have been at least 10 minutes of debate, and every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 18(b), Motion 5].

Motion 12. To Refer a Motion to a Committee. The Board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Board, whether or not the committee has reported the matter to the Board.

Motion 13. To Amend. (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

Motion 14. To Revive Consideration. The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 18(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The Board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "nos" prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess [or adjournment] to a time and place certain. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the Board. If adopted, the restriction imposed by the motion remains in effect for six months.

Rule 18. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

Rule 19. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

Rule 20. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 21. Closed Sessions

The Board may hold closed sessions as provided by law. The Board shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body

expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Board shall terminate the closed session by a majority vote. Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

Rule 22. Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 23. Minutes

Full and accurate minutes of the Board proceedings, including closed sessions, shall be kept. The board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board, the “ayes” and “nos” upon any question shall be taken. Members’ and other persons’ comments may be included in the minutes if the Board approves. Minutes and general accounts of closed sessions may be sealed by action of the Board. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

Rule 24. Appointments

The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session. Rather than proceeding by motion, the Board shall use the following procedure to make appointments to various other boards and offices: The school clerk shall report on applications received. The chair shall then open the floor for nominations, whereupon the names of other possible appointees may be put forward by the Board members. The names submitted shall be debated. When the debate ends, the chair shall call the roll of the members, and each member shall cast his or her vote. The nominee(s) receiving the highest number of votes shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all of his or her votes and cast them for different nominees. The voting shall continue until one nominee receives a majority of the votes cast, whereupon he or she shall be appointed. If more than one appointee is to be selected, then each member shall have as many votes in each balloting as there are slots to be filled, and votes from a majority of the members voting shall be required for appointment. During each balloting, a member may cast all of his or her votes or fewer than all of them, but he or she shall not cast more than one vote for a single candidate.

Rule 25. Committees and Boards Establishment and Appointment.

The Board or the chair, if the chair is delegated that power by the Board, may establish and appoint members for such temporary and standing city committees and boards as are needed to help carry on the work of the school. Any specific provisions of law relating to particular committees and boards shall be followed.

Rule 26. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the city charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor unless he or she has the right to vote on all questions before the council.

Rule 27. Reference to Robert's Rules of Order Newly Revised

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the Board shall refer to Robert's Rules of Order Newly Revised, to answer unresolved procedural questions

Developing Future Board Members

Overview

A healthy, effective and sustaining charter school board will be continually training its directors and providing them tools for more effective governance. Additionally, it will be continually engaged in recruiting, cultivating and training future board members.

The APA-CFA Board of Directors aims to recruit talented, service-oriented committee members that will gain experience in school operations and be a source of candidates for future Directors on the board. Committees perform vital functions for the school and the board in conducting research and analysis, developing policies and making recommendations to the board. The APA-CFA Board Development & Nominating Committee shall undertake the tasks of organizing board training and resources as well as evaluating applications for committee and board service. In evaluating applicants for suitability, the committee will take the following qualities into consideration.

Filling Committee and Board Positions

1. Need Basis: Positions on committees or on the Board of Directors shall be filled on an "as needed" basis. The Board, at its discretion, may fill more than one position, one position or no positions.
2. Public Announcement: The Board shall announce availability of openings in board meetings and on the school website. The announcement should include the qualifications for membership (see below). In addition, it shall be noted that qualified applicants must be free from any record of criminal conviction.
3. Application: Each candidate shall submit for review an application for committee/board service. Applications and resumes shall be reviewed by the board development & nominating committee and qualified applicants called upon to submit to an interview. Applications will be accepted all year.
4. Interview: Those selected for an interview from the applicant pool will undergo a personal interview with members of the nominating committee.

5. Presentation to the Board: Following the conclusion of all candidate interviews, the Board shall meet in closed session to receive a report from the nominating committee detailing the results of the application and interview process.

6. Motion: The Chairperson of the board development nominating committee shall make, in open session, a motion to appoint qualified applicants to the Board committees or to appoint a new Director to the board.

Committee / Director Qualifications

Candidates for a position of a committee member or board Director should be able to demonstrate:

1. A sincere interest in serving the Board of Directors and APA-CFA as a committee member.
2. A connection with and commitment to the mission of APA-CFA.
3. A passion for the educational success of students.
4. A history of having served faithfully and constructively on other community boards and sub-committees.
5. The ability to contribute unique talents to the governance process.
6. An acknowledgment that service on a committee is service to the whole, rather than to any individual or advocacy group.
7. A personal history of responsibility, respect for the rule of law and good stewardship.
8. An amiable, collaborative and diplomatic nature.
9. A willingness to undergo necessary training and continuing development related to their service on the committee.
10. A visionary and future-focused attitude.
11. An entrepreneurial spirit.
12. A willingness to take risks while still acting responsibly.
13. Skill as a good communicator.
14. A high value for professionalism.
15. An ability to place the school's success above personal interests.
16. A commitment to building a learning organization.
17. A deep appreciation of the strength of diversity.
18. An ability to connect the school to the community through partnerships and alliances with other organizations.
19. Prior experience on governing boards.
20. A criminal background history free of convictions that would jeopardize the safety or reputation of the school community.

Board Member Orientation

Prior to joining the Board prospective members will be invited and expected to attend at least three Board meetings. Every board member signs an annual commitment letter. New Board members will be given a Board Manual that contains all school policies and board information. Board Training and Development

- Board Compensation and Expenses
- Affidavit for Executive Sessions
- Policy Development and Adoption
- Board Records

Staff Board Representative

The Staff Board Representative shall be any full or part-time classroom teacher. The Staff Representative will have no vote as to avoid any conflicts of interest. The Staff Representative shall be voted on by the entire staff of APA-CFA.

Finances

Managing the Budget

In a school setting, the budget is not a fixed, immovable baseline against which realized revenues and incurred expenses are compared. Once adopted, the budget will be updated periodically, following outlined approval processes, for the following reasons:

- a. To reflect the best information to date on realized and expected Revenues (a true-up of the original budget estimates).
- b. To avoid deficits in line items and section totals caused by actual or planned expenditures above the budget. It is a preference of the NCDPI that no line item show spending above the budget at the conclusion of the fiscal year. Periodic adjustments to match the budget with actual spending reduces the amount of year-end adjustments necessary.
- c. To re-allocate expected line-item surpluses to other areas of the budget.

Over the course of the year, some changes to the budget will be authorized by the School Director (or delegated to the business manager) and some will be the result of board action. All changes to the budget must be documented and communicated to the board to provide an audit history. Changes will be made by written request to the school's financial services team.

Amending the Revenue Budget

The School Director (or delegated business manager) is authorized to request any changes to revenue line items (increase or decrease) to reflect updated information. The objective is to end the year having realized 100% of each budgeted revenue item.

Moving Funds Within a Section

The School Director (or delegated business manager) is authorized to request changes to line items within a section that do not result in a change to the section total amount approved by the board. Note that certain line items are restricted from being changed (e.g., any federal expense line with a numeric suffix or the Sales Tax line).

Moving Funds Between Sections

The School Director (or delegated business manager) is authorized to shift budgeted funds between Sections within these limitations:

- a. A maximum increase of \$1,000 for any expense line item
- b. A maximum of \$5,000 among all line items for the budget year
- c. The total budget for expenditures is not increased

Example: The school is on track to spend about \$900 less than was budgeted in Electricity (Utilities section). The Director would like to utilize this savings to fund additional field trips, so they submit an accounting request to increase the Field Trips budget (Contracted Student Services section) and reduce the Electricity budget by \$900.

Board Approval for Expenditures

Is required for changes to the expense budget that are greater than \$1,000 between sections or greater than \$5,000 in total changes between sections. This request should first be reviewed with the Finance Committee and, with their support, brought to the board for authorization.

Capital Threshold

This accounting policy establishes the minimum cost that shall be used to determine the capital assets that are to be recorded in Aristotle Preparatory Academy: A Challenge Foundation Academy's annual financial statements (or books)

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of \$5000 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes.

Aristotle Preparatory Academy: A Challenge Foundation Academy establishes \$5000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in Aristotle Preparatory Academy: A Challenge Foundation Academy's financial statements (or books).

All Capital Assets are recorded at historical cost as of the date acquired.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for Aristotle Preparatory Academy: A Challenge Foundation Academy's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of four years.

Small Purchase Threshold

For any purchase exceeding \$90,000, APA-CFA requires three bids before selecting a vendor.